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11 April 1985

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MEMORANDUM FOR:

FROM:

SUBJECT: More Info on Committees

Steve,

Per your telephoned request on 10 April, the following is the information you requested about our discontinued committees:

1) Off-Campus Advisory Committee -- Representatives from OTE and other interested Agency Components developed the curriculum for the University of Virginia Off-Campus Program. The Committee also acted as the selection body for Agency instructors for the courses. After several years of operating, the Committee was dissolved and the functions are now handled routinely by the Training Support Division/OTE.

2) Media Support Committee -- An ad hoc Committee made up of representatives from OTE Headquarters and the [] to study the media needs, including hardware and personnel, to meet the classroom requirements of OTE instructional units. After the initial decisions were made, the Committee became relatively inactive. Duties are now handled by the Media Support Branch.

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3) Space Advisory Board -- Made up of representatives from various OTE administrative units to plan and execute proposals for long-range space requirements at CofC []. This also included the selection of sites to hold conferences, special training programs and unique training sessions. Once the initial work was completed, the Board met infrequently on an informal basis. These duties are now handled by the Training Support Division and the Chief/Administration Division.

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4) Computer Working Group -- Included representatives from each of OTE's Divisions. This Group was formed as a means of sharing information and solving problems relating to the introduction of automation into OTE. Once the decisions about equipment location were made and the initial concerns alleviated, the group was no longer needed. Any problems related to automation which occur now are referred to the ADP Control Officer or to the operators in the OTE Information Center (data access center).

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5) Travel Policy Advisory Committee -- Made up of representatives from OTE administrative units. The Committee met to set rates for travel to training facilities and to establish policies for the utilization of the to move students and staff to remote training sites. Once initial work was completed, the Committee was no longer needed.

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